

# United States Mission Nigeria

## Vacancy Announcement

No. 2015-072	Date: September 8, 2015	Ref: A96112
Subject:	PROGRAM SPECIALIST, GENDER	
Location:	ABUJA – CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)	
Applicability:	ALL INTERESTED CANDIDATES	

**OPEN TO:** All Interested Candidates

**POSITION TITLE:** Program Specialist Gender – FSN-10/FP – 05/5

**OPENING DATE:** September 8, 2015

**CLOSING DATE:** September 21, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** **OR – Ordinarily Resident**–N8,795,684.00 p.a.  
(Starting basic salary) Position Grade: FSN-10  
In addition to the basic salary, all allowances will be paid in  
accordance with the Mission Local Compensation Plan.

**NOR – Not Ordinarily Resident –**  
**AEFM/EFM/MOH** – US\$49,311 (Starting Salary) p.a.  
Position Grade: FP-05/5

**NOTE: ALL NOT ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST**

The **U.S. Embassy in Abuja** is seeking to employ a suitable and qualified candidate for the Program Specialist Gender position in the Centers for Disease Control (CDC) Nigeria office.

## **BASIC FUNCTION OF THE POSITION:**

Under the supervision of the CDC Nigeria Prevention Branch Chief, the incumbent serves as the key public health specialist advising the CDC/PEPFAR Nigeria Program on addressing gender related disparities in HIV prevention, care and treatment and/or gender inequities that contribute to the HIV epidemic. S/he also serves as gender health advisor to Nigeria ministries and partners, including those funded by the host government or the Global Fund and non-governmental organizations (NGOs) in the implementation of Gender activities and studies. S/he is responsible for supporting the design, implementation, coordination, and evaluation of a broad range of CDC-funded programs and studies required to implement the president's emergency plan for AIDS Relief (PEPFAR) in Nigeria. The incumbent represents CDC Nigeria on Gender Equity and Equality matters at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. The job holder serves as the activity manager for CDC Nigeria grants, contracts and cooperative agreements and coordinates funding, reporting, and administration with the extramural team to assure projects are conducted and USG funds are appropriately utilized.

To obtain a copy of this announcement please visit our Mission websites at:

[http://nigeria.usembassy.gov/hr\\_office.html](http://nigeria.usembassy.gov/hr_office.html)

## **POSITION REQUIREMENTS:**

NOTE: All applicants **MUST** address each selection criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

1. Master's Degree (MPH, MSHP, MSW) or host country equivalent in public health, nursing, health policy, public administration, sociology, psychology, anthropology, political science or related social sciences is required.
2. Minimum of five (5) years of mid-to-senior level public health experience in developing, implementing, monitoring and evaluating gender activities for HIV/AIDS or other public health/development assistance programs that involve coordination with an international agency or implementing partner is required.
3. Thorough knowledge of gender issues in health and/or HIV and AIDS programming, research, measurement and evaluation as well as understanding of the gender-related socio-cultural context, barriers, and opportunities to quality health services in the context of HIV and AIDS prevention, care, and treatment in Nigeria is required.
4. Thorough knowledge of the Nigeria government health care system and structures including familiarity with Ministry of Health (MOH), National Agency for the control of AIDS (NACA) and Women Affairs and Social Development (MWASD) policies, program priorities and regulations; and knowledge of HIV/AIDS public health analysis, design, implementation, monitoring and evaluation of programs is required.

5. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisition is required.
6. Intermediate user level of word processing, spreadsheets and database, numerical and keyboarding skills that include both speed and accuracy, and; excellent oral and written communication skills is required.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically addresses the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **HOW TO APPLY**

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. [Application for US Federal Employment \(DS-174\)](#); or a current resume or curriculum vitae that provides the same information as a DS-174; plus.
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation such as degrees or diplomas earned and NYSC Certificates/exemptions or awards.

4. **A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised. Please reference the job title and announcement number on the application letter.**
5. **Limit all electronic (e-mail) submissions to one entry/e-mail not larger than 5MB. Please submit attachments in PDF and Word formats, not pictures.**
6. **E-mails received without the appropriate subject line and incomplete applications will not be considered.**

**SUBMIT APPLICATION TO:** [HRNigeria@state.gov](mailto:HRNigeria@state.gov)

**\*\*Mailed (paper/hard copies) applications will NOT be accepted.**

**POINT OF CONTACT:**

Tel: 09-461-4000 Ext 4261

**DEFINITIONS**

1. U.S. Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM** who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a U.S. Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: SEPTEMBER 21, 2015**

**The U.S. Mission in Nigeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**

**An Equal Opportunity Employer**